

Major Functional Series 500: MANAGEMENT SERVICES
ADS Chapter 556 - Congressional Reports

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Major Functional Series 500: MANAGEMENT SERVICES

ADS Chapter 556 - Congressional Reports

556.1 Authority

1. [Foreign Assistance Act of 1961, Section 654](#)
2. International Security Assistance Act of 1978

556.2 Objective

To provide clear, informative, thorough reports to Congress regarding the activities of USAID, as required by law or as requested by Members of Congress or their staff.

556.3 Responsibility

1. Bureau for Management, Office of Administrative Services, Information Records Division (M/AS/IRD) is responsible for assigning the appropriate reports [control symbol](#) for all [recurring reports](#), special one-time reports and reports as a result of a [Presidential Determination](#) . (See [506.5.1](#))
2. Bureau for Legislative and Public Affairs (LPA) is responsible for preparing and clearing on behalf of USAID all such recurring reports as are required by the Foreign Assistance Act, the Foreign Assistance and Related Programs Appropriations Act, and related legislation, or requested by Members of Congress or their staffs, and for submitting to Congress all reports prepared by the USAID.
3. The General Counsel's Legislative Program Office (GC/LP) is responsible for assigning the preparation of [special, one-time reports](#) requested by Members of Congress or congressional committee staff to the appropriate office at USAID, and is responsible for publishing the Presidential Determination in the Federal Register.
4. The Executive Secretariat (ES) is responsible for monitoring the progress of special, one-time reports requested by Members of Congress or congressional committee staff and, with guidance from LPA and GC, for monitoring compliance with statutory and other reporting to the Congress.
5. The Bureau for Management, Office of Budget (M/B) is responsible for clearing all reports containing financial or budgeting

projects or records to ensure consistency with information previously supplied to the Congress.

6. Offices/Bureaus and officers are responsible for preparing the required data and obtaining necessary clearances as requested or assigned.

556.4 Definitions (See [ADS GLOSSARY](#))

RECURRING REPORTS
SPECIAL, ONE-TIME REPORT
PRESIDENTIAL DETERMINATION
CONTROL SYMBOL

556.5 POLICY

The following are the official Agency policies and corresponding essential procedures:

556.5.1 CONTROL SYMBOL

The Bureau for Management, Office of Administrative Services, Information Records Division (M/AS/IRD) shall assign the appropriate reports control symbol for all recurring reports, special, one-time reports and reports as a result of a Presidential Determination. (See [506.5.1](#))

E556.5.1 Control Symbol - N/A

556.5.2 CONGRESSIONAL REPORTS

USAID shall promptly and thoroughly fulfill its statutory reporting obligations to Congress and shall respond promptly and thoroughly to all requests for reports from Members of Congress.

Although the Bureau for Legislative and Public Affairs (LPA) is the focal point for the preparation and release of congressional reports, there must be a continuing, comprehensive, Agency-wide concern for producing and disseminating timely, accurate information. LPA shall stimulate, program, and coordinate these efforts, but must rely on the active participation of all major offices and officers in USAID in responding to the need for an accurately informed Congress.

The Bureau/Office assigned to prepare Congressional reports shall prepare a transmittal letter for the report to be signed by either the Administrator or the Assistant Administrator, Bureau for Legislative

and Public Affairs (AA/LPA). If there is any confusion as to whether the letter is to be signed by the Administrator or AA/LPA, ES shall be contacted for a determination. All reports prepared for Congress by USAID must be transmitted to Congress through LPA. **(See [E554.5.3](#))**

E556.5.2 Congressional Reports

There are two types of reports, regularly recurring reports and requests and the Presidential Determinations.

a) Regularly Recurring Reports and Requests

The Bureau for Legislative and Public Affairs (LPA) shall prepare all recurring reports such as are required by the Foreign Assistance Act, the Foreign Assistance and Related Programs Appropriations Act, and related legislation or requested by Members of Congress or their staffs.

b) Presidential Determinations

Preparing offices for reports resulting from Presidential Determinations shall prepare such reports for the Congress and shall ensure that Presidential Determinations are processed in accordance with instructions incorporated in 506.5.1 **(See [506.5.1](#))**.

556.5.3 CLEARANCES FOR REPORTS

Preparing offices for regularly recurring reports shall obtain all of the necessary clearances for the reports they prepare.

Bureau for Management, Office of Budget (M/B) shall clear all reports containing financial or budgeting projects or records to ensure consistency with information previously supplied to the Congress.

E556.5.3 Clearances for Reports - N/A

556.5.4 SPECIAL REPORTS

The General Counsel's Legislative Program Office (GC/LP) shall assign the preparation of special, one-time reports requested by Members of Congress or congressional committee staff to the appropriate office at USAID and shall publish the Presidential Determination in the Federal Register.

The Executive Secretariat (ES) shall monitor the progress of special, one-time reports requested by Members of Congress or congressional committee staff and, with guidance from LPA and GC, shall monitor compliance with statutory and other reporting to the Congress.

E556.5.4 Special Reports – N/A

556.6 Supplementary Reference - N/A

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